



EXAMINATION OPEN TO THE PUBLIC TRANSPORTATION SAFETY ADVISOR 1

ANNUAL \$52,515
SALARY: \$74,775

SALARY
GROUP: FS 18a

APPLICATION CLOSING
DATE: MARCH 9, 2015

EXAM
NO: 150150APDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Division of Safety this class is accountable for independently performing a full range of tasks in the development and promotion of safe and healthy working conditions, insuring compliance with the Occupational Safety and Health Administration in the review and investigation of all hazards and accidents and recommending measures to reduce or eliminate accident and health hazards.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 9, 2015**.

GENERAL EXPERIENCE: Five years of experience in training and/or enforcement of employee safety regulations and safe working practices.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be exposed to some degree of injury or physical harm from hazardous or accident sites and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of highway construction and maintenance methods, equipment and related hazards; knowledge of principles of safety practices including Occupational Safety and Health Administration standards; some knowledge of Workers Compensation laws; interpersonal skills; oral and written communication skills; ability to utilize computer software; ability to conduct training courses; interviewing ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Transportation Safety Advisor 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Safety Advisor 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Technical experience with safety compliance including conducting inspections or implementing safety compliance for highway construction, maintenance programs, projects, equipment and related hazards.** Be specific as to the types of transportation projects you have been involved with. Describe what you actually did and your level of responsibility in these areas. Be sure to describe in detail the equipment you or others working on the projects/programs worked with. Include your experience developing, implementing and/or promoting any safety protocols for these projects that helped ensure a safe working environment. Describe your experience interpreting and applying OSHA and/or other safety standards as a result of the training, inspections or investigations you have conducted in response to workplace accidents and hazards. Be specific in providing details on what codes you have interpreted and applied; the purpose for your interpretation; and the workforce and work environment to which they were applied. Include your experience reviewing and recommending solutions to reduce and eliminate accident and health hazards to promote increased workplace safety. Describe OSHA's Hierarchy of Controls to Mitigate Safety Hazards. Describe the size, type and complexity of highway or maintenance operations that you have investigated/inspected, the nature of your responsibilities, the purpose for these inspections/investigations and the intended outcome. Include the types of Health and Safety metering or monitoring devices you have experience with and the conditions in which they were used. **(2) Interpersonal/Written and Oral Communication experience.** Describe your experience interpreting and explaining safety code compliance and for whom you provided this service. Describe your experience communicating findings from inspections and/or reviews including recommendations for improved workplace safety. Include your experience preparing and presenting training programs or workshops and their intended audience. Describe your role in the preparation of safety manuals, writing inspection/investigation reports and other correspondence, and the purpose of these written materials and for whom they were prepared. Detail any public speaking experience including the topics, the audience reached, the purpose and intended outcome of the public speaking experience. Also detail your experience serving on committees, teams or taskforces. Be specific as to their nature and purpose and your actual role. Describe experience providing consultative and technical assistance to Managers, Supervisors, crew leaders and contractors, including the nature of the assistance and to whom it was provided. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 9, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by April 27, 2015.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

